I. **PURPOSE:**
To establish policy and procedures for review of new probationary employees whose performance at the Corrections Academy demonstrates a failure to meet the work standards for the NH Department of Corrections.

II. **APPLICABILITY:**
To all employees of the NH Department of Corrections.

III. **POLICY:**
It is the policy of the NH Department of Corrections that new employees who experience academic difficulty, attitude or aptitude problems, weapons difficulty, physical agility problems, or the like will be evaluated by a committee to determine whether that employee should be retained by the NH Department of Corrections.

IV. **PROCEDURES:**
A. A committee is hereby established to review the status of new employees who experience difficulty at the Corrections Academy. This committee will consist of a Warden/designee a Corrections Training representative and Human Resources representative. For non-uniformed employees, the Director/Administrator will be a member of the committee in place of the Warden/designee. The committee will determine the potential for success as a corrections’ employee.
   1. This committee will meet whenever it is determined by the NHDOC Academy Liaison that a member of an Academy class is in danger of failing the Academy for any reason or has demonstrated that they may not be suited for corrections employment.
   2. This committee will review available field training reports, the academic record, and reports from peers and instructors where appropriate, aptitude, attitude, and trainability.
   3. The committee may exercise the option of interviewing the employee concerning their performance at the Academy.
4. If the committee determines that the employee has the potential to succeed in the Academy or in a subsequent Academy within one year of the end of the probationary period and will be an asset to the Department, then they will make the recommendation that employment be continued.

5. If, on the other hand, the committee determines that the employee will not succeed, the committee will recommend dismissal. A written record will be made of the reasons that the committee recommended dismissal.

6. If an employee is recommended for dismissal, the written record will be forwarded to the Commissioner for appropriate action.

B. All new corrections officers will be required to participate in the Field Training Program.

C. All employee evaluations and reports generated before the Academy, and reports or evaluations generated during the Academy, will become part of the employee’s personnel file.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

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